

HEARST television inc**RECEIVABLES CREDIT/DEBIT MEMO FORM**

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:		
Station:	WPBF	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Kathleen Offerman	
Advertiser:	Terry/R/Congress	
Invoice #	962115	Net Invoice Amount \$ 17.00
Invoice Date	October 14, 2012	Amount Paid \$ 17.00
	Adjustment to Gross Billing	\$ 5.00
	Adjustment to Net Billing	\$ 4.25
AE Name:	Mica Hansen	
SM Name:	Devin Horenstein	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR rebate

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____